

MAINTENANCE HELPERS

Parks & Ground Maintenance

General Statement of Duties: Under close supervision of a crew leader, equipment operator, foreman or supervisor, performs unskilled and semi-skilled maintenance and construction work as well as parks and ground maintenance work and sanitation collection on garbage, trash and recycling route.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Examples of Work: (Illustrative Only)

- Serves as a helper or assistant to skilled crafts workers;
- Holds or places materials;
- Makes tools and materials available to skilled workers.
- Performs a wide variety of similar tasks in public works maintenance activities.
- Occasionally operates power lawn mowers, small tractor mowers, and service and dump trucks.
- Does a variety of gardening and parks maintenance work not requiring the specialized knowledge and skills;
- Cultivates, prunes, sprays and trims;
- Cuts grass and weeds by hand tools and mowers;
- Cleans areas of brush and trees for future development.
- As directed by crew leader, foreman, or supervisor sweeps, shovels, rakes, hoes, aerates, seeds, trims, edges, and mows landscaped and general common areas;
- Follows garbage, recycling and trash route sheets and records data on them;
- May operate municipal vehicles and equipment occasionally;
- Performs other duties as assigned.

Required Knowledge, Skills, & Abilities: Knowledge of the principles & techniques of construction and general maintenance activities; Knowledge of safe and proper collection procedures for garbage, trash and recycling; Knowledge of the types and uses of common hand tools, materials, and standard equipment used in construction, maintenance, and repair work; Knowledge of the safe and proper operation of a variety of hand and power tools; Skill in using common hand and power tools; Skill in following routes throughout the city; Skill in performing manual work requiring dexterity and extensive strenuous physical exertion and prolonged exposure during adverse weather conditions and prolonged periods of walking, standing, and repetitious lifting; Skill in following oral and written instructions; ability to read maps; Skill in communicating tactfully and courteously with the public; Skill in communicating orally and in writing; Skill in establishing and maintaining effective working relationships with co-workers, city employees and the public.

Acceptable Experience and Training: High school graduate or GED plus experience equivalent to two years full time maintenance or construction work. Must possess a valid State of Tennessee or Virginia driver's license with the ability to obtain Commercial Driver's License (CDL) within the first year of employment.

<p>Submit completed applications to TN Career Center 1140 E. Center Street, Kingsport, TN 37660 by 3:00 P.M. February 8, 2013. Hourly rate \$10.15. EOE</p>

ADA REQUIREMENTS

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical work such as walking on rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. & over) items. Task involves the operation of hand and power tools and the range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.

Environmental Requirements: Task requires that work be performed in adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.